
Initiative and Referendum Process Checklist

The following checklist is designed to assist sponsors with the initiative and referendum process.

- ☐ File preliminary draft of proposed initiative or referendum, affidavit of sponsorship, and filing fee with Secretary of State.
- ☐ Contact Public Disclosure Commission.
- ☐ Initiative measures sent to Code Reviser and changes (if any) approved by sponsor.
- ☐ Approve and file final draft of initiative with the Secretary of State.
- ☐ Initiative number assigned by Secretary of State.
- ☐ Ballot title and summary written by the Attorney General.
- ☐ Petitions printed.
- ☐ Petitions circulated among voters.
- ☐ Petitions filed with the Secretary of State.

Once petitions are submitted, the following steps are taken:

- Petition sheets are counted by the Secretary of State and sponsor is given a receipt indicating the total number of sheets received.
 - Petition sheets are microfilmed.
 - Signatures are counted and compared against voter registration records by the Secretary of State.
 - If sufficient valid signatures are present, the Secretary of State certifies the measure to the ballot or, in the case of initiatives to the Legislature, to the state House and Senate.
 - If the Legislature adopts an initiative to the Legislature as submitted, it becomes law without going to the ballot.
 - If Legislature rejects or takes no action on an initiative to the Legislature, the measure is then certified to the ballot.
 - If the Legislature approves an alternative to an initiative to the Legislature, then both the original initiative and the amended version are certified to the ballot.
 - Committees are appointed to prepare arguments and rebuttals for voters pamphlet.
 - Arguments and rebuttals are submitted to Secretary of State and published in the voters pamphlet.
 - Measure appears on the General Election ballot.
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